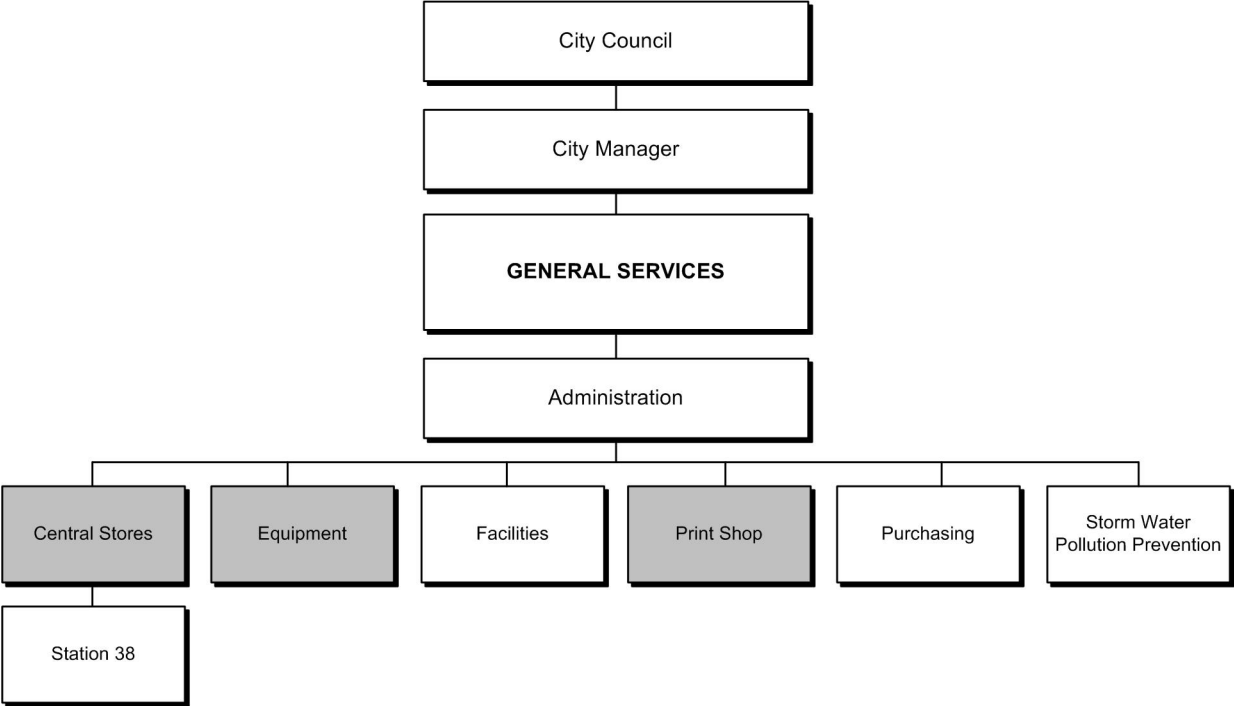




# General Services



# General Services

## Mission Statement

To protect and preserve the health, safety and general well-being of the citizens of San Diego through the effective and efficient delivery of programs and services to keep our bays and beaches clean, maintain City buildings and facilities, procure and maintain the non-public safety vehicle fleet (plus lifeguard vehicles), procure goods and services for all departments, maintain and dispense necessary supplies, and provide printing capabilities to meet the needs of all departments.

## Department Description

The General Services Department is primarily composed of a diverse group of divisions that support internal departments by procuring goods and services, maintaining City infrastructure, vehicles and equipment, and providing publishing services. In addition, the Department also includes the Storm Water Pollution Prevention Division, which is responsible for coordinating Citywide efforts to clean up our beaches and bays. General Services includes the following six divisions:

- Facilities
- Purchasing
- Storm Water Pollution Prevention
- Central Stores
- Equipment
- Print Shop

## Budget Dollars at Work

200,308 Storeroom stock requests filled  
2,500,000 Pieces of United States Postal Service mail processed  
3,170 Obsolete/surplus City property items sold or redistributed  
112,530 Citizen calls received for public works emergencies or outages  
2,625 Non-emergency fleet motive equipment pieces maintained  
225 Vehicles purchased  
1,424 Facilities maintained  
91,200 Square feet of roofs replaced  
54,990 Purchases administered through Citywide Open Purchase Order Program

12,888 Purchase orders issued  
8,672 Print Shop requisitions completed  
33,013,335 Copies produced between the Balboa and downtown quick copy centers  
38,234,604 Press images produced annually  
1,603 Graphic requests processed  
44,088,665 Convenience copier volume produced Citywide  
45 Percent reduction in annual beach closures and postings as of January 2003

## Service Efforts and Accomplishments

In Fiscal Year 2003, the Central Stores Mail Center increased services to City departments by adding folding and inserting services for City mailings. Also in Fiscal Year 2003, Central Stores implemented a Citywide Recycling Program for alkaline batteries distributed to all City departments.

Since 2000, the Equipment Division has taken several steps to address an over-age percentage of 44 percent, including the establishment of a lease/purchase method for replacing vehicles, the implementation of a fleet screening tool to ensure that motive equipment requested for replacement was warranted, enhancement of the centralized Rental Pool, and ending the practice of retaining motive equipment already replaced. These actions assisted in reducing the over-age percentage to five percent by January of 2003. This five percent figure represents equipment that did not warrant replacement as summarized by the annual vehicle replacement analysis, conducted in the Spring of 2002.

Facilities Division has installed a new work order ticket system, iMaint. This new system allows Facilities to store more information on the history of repairs and maintenance to City facilities. The system is designed to allow employees to program future maintenance calls, track costs for specific repairs, and provide users better tools for maintenance planning.

In Fiscal Year 2003, the Print Shop Division implemented a web-based version of the Avanti Print Shop Management System, which allows City departments to electronically submit, track and review invoices for printing service requests.

# General Services

## Service Efforts and Accomplishments (continued)

The success of Purchasing's Equal Opportunity Program was recognized County and Statewide. At the Minority Enterprise Development Week Awards luncheon organized by the Greater San Diego Business Development Council, Purchasing's Diverse Emerging Vendor Outreach (DEVO) program won the Advocate of the Year Award in September of 2002. At the annual California Hispanic Chamber of Commerce convention, DEVO received the Large Chamber Program of the Year Award in August of 2002. In October of 2002, the San Diego Supplier Development Council named DEVO Exemplary Outreach Program of the Year.

The Storm Water Pollution Prevention Program developed the City's Storm Water Standards Manual (<http://www.sannet.gov/development-services/news/pdf/stormwatermanual.pdf>) in accordance with the Model Standard Urban Storm Water Mitigation Plan requirements approved by the Regional Water Quality Control Board. The Storm Water Standards Manual provides information to applicants for projects that are processed through the Development Services Department on how to comply with the permanent and construction storm water quality requirements for new development projects in the City of San Diego, effective December 2, 2002.

The City of San Diego, in collaboration with other jurisdictions in the region, has completed and implemented Watershed Urban Runoff Management Plans ([http://www.projectcleanwater.org/html/wurmp\\_plan.html](http://www.projectcleanwater.org/html/wurmp_plan.html)) for the San Dieguito, Penasquitos, Mission Bay and Coastal La Jolla, San Diego River, San Diego Bay, and Tijuana River Watersheds. The primary goal of these plans is to positively affect the water resources of the San Diego River Watershed while balancing economic, social, and environmental constraints.

In August 2002, the City of San Diego's Storm Water Pollution Prevention Program received national attention for its "Think Blue" Public Education and Outreach campaign. The Environmental Protection Agency (EPA) used the "Think Blue" campaign as a

model this past Fall when it updated its "Getting In Step: A Guide to Creating Outreach Campaign" publication and Non-Point Source Pollution toll box for municipal agencies.

## Future Outlook

In Fiscal Year 2004, the Central Stores Division will enhance storeroom operational efficiencies and customer service by continuing to implement bar code technology for inventory sales, receipts, and physical inventory counts.

The Surplus Property Program, in conjunction with the Environmental Services Department, will develop a Citywide program for the disposal of universal hazardous waste.

Based on a review of the General Fund replacement needs, Equipment Division will be able to return \$2,750,000 to the General Fund from the Motive Equipment Replacement Fund in Fiscal Year 2004. As a result of the GM/Lifeguards agreement, which provides the City with 29 new vehicles at no cost, the Motive Equipment Replacement Fund has returned an additional \$300,000 to the General Fund.

To comply with Federal Environmental Protection Agency (EPA) mandates, the Equipment Division, in conjunction with the San Diego Air Pollution Control District and local vendors, will engage in a pilot program to install emission traps and utilize ultra-low sulfur diesel fuel in 70 heavy-duty diesel trucks to reduce emissions by 85 to 90 percent. It is estimated that ultra-low sulfur diesel fuel will cost five to 14 percent more per gallon than current diesel prices. This fuel is required by the Federal EPA for transit buses in 2000, trash trucks in 2003, and all other diesel trucks in 2006.

The Facilities Division is working to maintain City facilities in good repair. The efficiencies accomplished through the new work order ticket system, iMaint, will allow for better scheduling of maintenance and repairs. Customers will have intranet access to the work order system that will allow them to submit requests for repair, check job status, and enhance the flow of communication.

In addition to these changes, the Facilities Division is working with Central Stores on ways to improve the

## Future Outlook (continued)

reporting time and accuracy of purchases made through Citywide Purchase Orders. This process will cut down on purchase processing time, save time resources for both divisions, and allow vendors to receive payments sooner.

In Fiscal Year 2004, Facilities Division has identified additional revenue from various sources such as project contracts from various non-General Fund sources, including grants, enterprise-funded activities, and other agencies.

The Print Shop Division will be implementing a web-based document imaging system which provides City departments the ability to electronically image required retention documents and access this data from their desktops via the Internet.

The Purchasing Division plans to upgrade the existing Online Procurement Information System to a web-enabled system including an online vendor registration and e-mail notification service, online bid submission, shopping cart technology for end users, and online catalog capabilities. Purchasing also plans to enhance outreach efforts to foster equal opportunity for all vendors.

The Storm Water Pollution Prevention Division plans to reduce beach posting and closure days by 50 percent in calendar year 2003. Storm Water Pollution Prevention is also working to obtain adequate funding to implement all phases of the Urban Runoff Management Plan, and comply with the updated Storm Water Discharge Permit.

# General Services

## Division/Major Program Descriptions

### Administration

The Administration Division provides direction, policy, planning, and overall administration to all of the divisions within the City's General Services Department, and serves as the Department's liaison with local, State and federal agencies.

### Central Stores

The Central Stores Division is an Internal Service Fund responsible for procurement, storage, and delivery of consumable materials and supplies needed for the daily operations of City departments from 14 storeroom locations; storage, internal distribution, and public sale of approximately 3,240 lots of obsolete and surplus City property; daily collection, sorting, metering, and delivery of City inter-office and US Postal Service mail for 219 designated City mail stations; and accounts payable and contract administration for 225 vendor accounts in the Citywide Open Purchase Order Program. Station 38, the General Fund section of Central Stores, dispatches City crews for approximately 112,530 annual resident calls reporting public service emergencies and service outages.

### Equipment

The Equipment Division is responsible for acquisition, fitting, and disposal activities of the City's non-public safety motive fleet to ensure City requirements are met; providing support services to other City departments, including equipment rental, fleet fueling, training, and hauling services; and providing scheduled and unscheduled maintenance and repair of the motive fleet, including the provision of parts, vehicle body repair, painting, machining, and special shop services such as metal fabrication.

### Facilities

The Facilities Division is responsible for the day-to-day maintenance and repair of 1,424 City facilities, including preventive maintenance, responding to calls for emergency repair, and performing deferred maintenance repairs as funding allows. Deferred maintenance work includes re-roofing facilities, replacing air conditioning systems and boilers, making structural improvements, and various cosmetic repairs such as replacing carpet, tile, and paint.

### Print Shop

The Print Shop Division is comprised of Printing Operations, Printing Services, and Citywide Photocopy Programs. Printing Operation completes printing requests within production schedule requirements while producing an annual minimum volume of 52,000,000 press images. Printing Services provides graphic design, electronic publishing, lithography, plate making, offset printing, electrostatic printing and bindery to produce visual materials for all City departments to support public information needs. The Citywide Photocopy Program administers the City's convenience copier program by providing over 400 walk-up copiers for Citywide department needs and overseeing the main Quick Copy facility at the Balboa site and the satellite Quick Copy center downtown at the City Administration Building.

### Purchasing

The Purchasing Division is responsible for purchasing required services and items at the best possible price while meeting departments' operational

# General Services

## Division/Major Program Descriptions (continued)

### Purchasing

requirements. Detailed specifications, inspection and testing of materials, and economic and life cost analysis, in conjunction with the competitive bidding process, determine the best-qualified responsive and responsible bidder. The Division's Web Technology Program enhances Purchasing's ability to meet the procurement needs of City departments. The Vendor Outreach Program supports the City's Equal Opportunity Policy and fosters regional economic development.

### Storm Water Pollution Prevention

The Storm Water Pollution Prevention Division has been designated as the lead in achieving both the Mayor's Goal #4, Clean up our beaches and bays, and compliance with the updated Storm Water Discharge Permit issued by the Regional Water Quality Control Board. The Division's main objective is to identify sources of pollution and abate them through enforcement, education, monitoring, and implementation of a Citywide Urban Runoff Management Plan and Storm Water Best Management Practices.

General Services				
	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED	FY 2003-2004 CHANGE
Positions	434.27	435.42	<b>430.17</b>	(5.25)
Personnel Expense	\$ 26,275,347	\$ 26,044,631	\$ <b>27,855,381</b>	\$ 1,810,750
Non-Personnel Expense	\$ 73,557,022	\$ 55,396,425	\$ <b>54,447,306</b>	\$ (949,119)
<b>TOTAL</b>	<b>\$ 99,832,369</b>	<b>\$ 81,441,056</b>	<b>\$ 82,302,687</b>	<b>\$ 861,631</b>

# General Services

## Department Staffing

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
<b>GENERAL FUND</b>			
<b>Purchasing</b>			
Division Management & Support	2.02	2.02	2.02
Requisition, P.O., & Contract Mgmt	22.25	22.40	20.15
Service Enhancement & Outreach	1.00	1.00	1.00
<b>Total</b>	<b>25.27</b>	<b>25.42</b>	<b>23.17</b>
<b>General Services - Administration</b>			
Administration	2.02	2.02	2.02
<b>Total</b>	<b>2.02</b>	<b>2.02</b>	<b>2.02</b>
<b>Facilities</b>			
ADA	16.00	16.00	16.00
Administration	8.02	9.02	9.02
CAB & DSC Facility Maintenance	13.00	13.00	13.00
Contracts & Repair Support	2.75	2.75	2.75
Deferred Maintenance	2.00	8.00	8.00
Maintenance of Facilities	55.00	53.00	53.00
MWWD Facilities	31.50	25.50	25.50
Work Control	11.00	10.00	10.00
World Trade Center	2.00	2.00	2.00
<b>Total</b>	<b>141.27</b>	<b>139.27</b>	<b>139.27</b>
<b>Storm Water Pollution Prevention</b>			
Administration	5.02	6.02	6.02
Engineering/BMP Development	2.00	4.00	3.00
Investigations & Enforcement	10.00	7.00	6.00
Public Education	3.00	3.00	2.00
Receiving Water Monitoring	3.34	3.34	3.34
Watershed Coordination	2.00	2.00	2.00
<b>Total</b>	<b>25.36</b>	<b>25.36</b>	<b>22.36</b>
<b>Station 38</b>			
General Services-Station 38 (Comm Ctr)	7.75	7.75	7.75
<b>Total</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>
<b>CENTRAL STORES INTERNAL SERVICE FUND</b>			
<b>Central Stores</b>			
Division Management	0.52	0.52	0.52
Mailroom Operations	7.00	7.00	7.00
Storeroom Operations	13.50	16.50	16.50
Stores Accounting	5.00	5.00	5.00
<b>Total</b>	<b>26.02</b>	<b>29.02</b>	<b>29.02</b>



# General Services

## Department Staffing (continued)

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
<b>PRINT SHOP INTERNAL SERVICE FUND</b>			
<b>Print Shop</b>			
Division Management	0.52	0.52	<b>0.52</b>
Photocopy Program	5.25	5.25	<b>5.25</b>
Print Shop Support	1.00	1.00	<b>1.00</b>
Printing Services	28.75	28.75	<b>28.75</b>
<b>Total</b>	<b>35.52</b>	<b>35.52</b>	<b>35.52</b>
<b>EQUIPMENT INTERNAL SERVICE FUND</b>			
<b>Equipment - Operations</b>			
Acquisition/Fitting/Disposal	8.95	8.95	<b>8.95</b>
Administration	5.76	5.76	<b>5.76</b>
Repair & Maintenance	149.65	149.65	<b>149.65</b>
Support Services	6.70	6.70	<b>6.70</b>
<b>Total</b>	<b>171.06</b>	<b>171.06</b>	<b>171.06</b>

# General Services

## Department Expenditures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
<b>GENERAL FUND</b>			
<b>Purchasing</b>			
Division Management & Support	\$ 167,774	\$ 195,935	\$ 206,236
Requisition, P.O., & Contract Mgmt	\$ 1,329,682	\$ 1,532,199	\$ 1,509,557
Service Enhancement & Outreach	\$ 144,639	\$ 88,581	\$ 90,256
<b>Total</b>	<b>\$ 1,642,095</b>	<b>\$ 1,816,715</b>	<b>\$ 1,806,049</b>
<b>General Services</b>			
Administration	\$ 297,142	\$ 257,074	\$ 279,352
<b>Total</b>	<b>\$ 297,142</b>	<b>\$ 257,074</b>	<b>\$ 279,352</b>
<b>Facilities</b>			
ADA	\$ 1,259,787	\$ 1,202,849	\$ 1,245,403
Administration	\$ 1,761,406	\$ 1,571,002	\$ 1,807,114
CAB & DSC Facility Maintenance	\$ 2,795,050	\$ 1,815,336	\$ 1,796,255
Contracts & Repair Support	\$ 532,963	\$ 893,957	\$ 853,669
Crabtree Building	\$ 255,268	\$ 196,061	\$ 190,674
Deferred Maintenance	\$ 714,506	\$ 583,949	\$ 522,509
Maintenance of Facilities	\$ 5,054,954	\$ 4,753,088	\$ 4,881,894
MWWD Facilities	\$ 914,465	\$ 1,775,477	\$ 1,869,762
Unbudgeted Services	\$ 3,100,310	\$ -	\$ -
Work Control	\$ 560,605	\$ 590,812	\$ 606,879
World Trade Center	\$ 611,818	\$ 722,027	\$ 716,594
<b>Total</b>	<b>\$ 17,561,131</b>	<b>\$ 14,104,558</b>	<b>\$ 14,490,753</b>
<b>Storm Water Pollution Prevention</b>			
Administration	\$ 537,114	\$ 616,076	\$ 611,667
Engineering/BMP Development	\$ 239,814	\$ 378,249	\$ 293,921
Investigations & Enforcement	\$ 336,679	\$ 427,202	\$ 387,852
Public Education	\$ 537,296	\$ 672,144	\$ 632,862
Receiving Water Monitoring	\$ 403,097	\$ 647,209	\$ 627,217
Watershed Coordination	\$ 162,037	\$ 221,516	\$ 227,590
<b>Total</b>	<b>\$ 2,216,037</b>	<b>\$ 2,962,396</b>	<b>\$ 2,781,109</b>
<b>General Services-Station 38</b>			
General Services-Station 38 (Comm Ctr)	\$ 424,696	\$ 426,986	\$ 450,753
<b>Total</b>	<b>\$ 424,696</b>	<b>\$ 426,986</b>	<b>\$ 450,753</b>
<b>CENTRAL STORES INTERNAL SERVICE FUND</b>			
<b>Central Stores</b>			
Division Management	\$ 188,231	\$ 145,393	\$ 154,513
Inventory Purchases	\$ 28,194,816	\$ 16,967,515	\$ 16,967,515
Mailroom Operations	\$ 651,618	\$ 357,022	\$ 387,565
Storeroom Operations	\$ 1,052,464	\$ 1,108,829	\$ 1,103,776

# General Services

## Department Expenditures (continued)

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
<b>CENTRAL STORES INTERNAL SERVICE FUND</b>			
<b>Central Stores</b>			
Stores Accounting	\$ 416,208	\$ 323,734	\$ 359,067
<b>Total</b>	<b>\$ 30,503,337</b>	<b>\$ 18,902,493</b>	<b>\$ 18,972,436</b>
<b>PRINT SHOP INTERNAL SERVICE FUND</b>			
<b>Print Shop</b>			
Division Management	\$ 278,579	\$ 136,865	\$ 111,588
Photocopy Program	\$ 2,191,184	\$ 1,437,619	\$ 1,473,782
Print Shop Support	\$ 75,196	\$ 80,804	\$ 85,020
Printing Services	\$ 3,795,187	\$ 2,686,674	\$ 2,829,076
<b>Total</b>	<b>\$ 6,340,147</b>	<b>\$ 4,341,962</b>	<b>\$ 4,499,466</b>
<b>EQUIPMENT INTERNAL SERVICE FUND</b>			
<b>Equipment - Operations</b>			
Acquisition/Fitting/Disposal	\$ 798,200	\$ 631,145	\$ 690,187
Administration	\$ 1,270,826	\$ 1,323,611	\$ 1,477,790
Repair & Maintenance	\$ 15,469,942	\$ 14,592,126	\$ 15,352,566
Support Services	\$ 5,245,075	\$ 5,575,490	\$ 5,566,626
<b>Total</b>	<b>\$ 22,784,044</b>	<b>\$ 22,122,372</b>	<b>\$ 23,087,169</b>
<b>EQUIPMENT REPLACEMENT FUND</b>			
<b>Equipment - Replacement</b>			
Replacement	\$ 18,063,739	\$ 16,506,500	\$ 15,935,600
<b>Total</b>	<b>\$ 18,063,739</b>	<b>\$ 16,506,500</b>	<b>\$ 15,935,600</b>

# General Services

## Significant Budget Adjustments

### CENTRAL STORES INTERNAL SERVICE FUND

Central Stores	Positions	Cost
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00	\$ 133,087
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00	\$ 8,274
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00	\$ (71,418)

### EQUIPMENT INTERNAL SERVICE FUND

Equipment - Operations	Positions	Cost
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00	\$ 1,028,154
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00	\$ 1,379
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00	\$ (64,736)

### EQUIPMENT REPLACEMENT FUND

Equipment - Replacement	Positions	Cost
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00	\$ (570,900)

# General Services

## Significant Budget Adjustments (continued)

### GENERAL FUND

Facilities	Positions	Cost
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00	\$ 526,984
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00	\$ 132,849
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00	\$ 48,886
<b>Reduction in Security Related Building Improvements</b> Reduction in support for security screening in the City Administration Building and Development Services Center. This reduction will result in delayed purchases of security cameras and the accompanying system.	0.00	\$ (100,000)
<b>Reduction in Security Services and Vehicle Assignment and Usage Charges</b> Reduction in the number of hours contract security personnel will be assigned to the City Administration Building and Development Services Center and reduction in vehicle assignment and usage charges by returning vehicles to the Equipment Division.	0.00	\$ (222,524)

General Services - Administration	Positions	Cost
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00	\$ 12,068
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00	\$ 10,541
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00	\$ (331)

# General Services

## Significant Budget Adjustments (continued)

### GENERAL FUND

<b>Purchasing</b>	<b>Positions</b>	<b>Cost</b>
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00 \$	128,073
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	(500)
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00 \$	(2,820)
<b>Reduction in Procurement Support</b> Reduction of 0.25 Word Processing Operator and associated support. This reduction may delay bid processing.	(0.25) \$	(11,689)
<b>Reduction in Reception and Administration Support</b> Reduction of 1.00 Data Entry Operator and associated support, requiring an increase in contractual services to the Information Technology and Communications Department for partial expense of a shared receptionist. This reduction may delay bid processing, since any workload not covered by the shared receptionist will be redistributed among remaining support staff.	(1.00) \$	(37,846)
<b>Reduction in Online Procurement Information System (OPIS) Project Management</b> Reduction of 1.00 Senior Management Analyst and associated support. This reduction may result in delays to upcoming Citywide system enhancements such as online vendor registration and e-mail notification, online bidding, and online cataloging for end-users.	(1.00) \$	(85,884)
<b>Station 38</b>	<b>Positions</b>	<b>Cost</b>
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00 \$	22,490
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00 \$	1,277

# General Services

## Significant Budget Adjustments (continued)

### GENERAL FUND

<b>Storm Water Pollution Prevention</b>	<b>Positions</b>	<b>Cost</b>
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00	\$ 117,266
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00	\$ (11,757)
<b>Reduction in Receiving Water Monitoring</b> Reduction in lab services. This reduction will limit the ability to collect information for identifying sources of pollution.	0.00	\$ (26,095)
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00	\$ (37,716)
<b>Reduction in Investigations and Enforcement</b> Reduction of 1.00 Code Compliance Officer. This reduction will reduce investigations of illegal discharges by approximately 20 percent. To mitigate the impact on investigations, the entire Division will be trained during the rainy season in order to provide additional personnel to perform investigations during this critical time.	(1.00)	\$ (53,664)
<b>Reduction in Public Education Program</b> Reduction of 1.00 Public Information Officer. This reduction will impact the ability to lead education efforts for the six watersheds with which the City of San Diego is involved, as detailed in the Watershed Urban Runoff Management Plans, required by the National Pollution Discharge Elimination System permit. This reduction will also impact the ability to coordinate educational programs with local schools.	(1.00)	\$ (62,972)
<b>Reduction in Engineering and Best Management Practices Development</b> Reduction of 1.00 Senior Civil Engineer. This reduction will result in a workload shift to the Engineering and Capital Projects Department.	(1.00)	\$ (106,349)

### PRINT SHOP INTERNAL SERVICE FUND

<b>Print Shop</b>	<b>Positions</b>	<b>Cost</b>
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00	\$ 196,677

# General Services

## Significant Budget Adjustments (continued)

### PRINT SHOP INTERNAL SERVICE FUND

Print Shop	Positions	Cost
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00	\$ 23,840
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00	\$ (63,013)

## Expenditures by Category

	FY2002 ACTUAL	FY2003 BUDGET	FY2004 PROPOSED
<b>PERSONNEL</b>			
Salaries & Wages	\$ 19,782,395	\$ 19,387,150	\$ <b>19,703,278</b>
Fringe Benefits	\$ 6,492,952	\$ 6,657,481	\$ <b>8,152,103</b>
<b>SUBTOTAL PERSONNEL</b>	<b>\$ 26,275,347</b>	<b>\$ 26,044,631</b>	<b>\$ 27,855,381</b>
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ 48,423,336	\$ 31,176,744	\$ <b>30,804,485</b>
Information Technology	\$ 321,558	\$ 1,145,888	\$ <b>1,201,448</b>
Energy/Utilities	\$ 5,599,605	\$ 6,222,301	\$ <b>6,160,781</b>
Equipment Outlay	\$ 19,212,522	\$ 16,851,492	\$ <b>16,280,592</b>
<b>SUBTOTAL NON-PERSONNEL</b>	<b>\$ 73,557,022</b>	<b>\$ 55,396,425</b>	<b>\$ 54,447,306</b>
<b>TOTAL</b>	<b>\$ 99,832,369</b>	<b>\$ 81,441,056</b>	<b>\$ 82,302,687</b>



# General Services

## Key Performance Measures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
Average cost per storeroom operations inventory transaction completed by Central Stores	\$4.01	\$3.90	<b>\$3.81</b>
Average annual sales per unique inventory item stocked by Central Stores	\$4,830	\$2,828	<b>\$2,977</b>
Average cost per sale or redistribution of surplus City property by Central Stores	\$10.41	\$15.65	<b>\$16.55</b>
Average annual cost per interoffice mail station served by Central Stores	\$1,804	\$1,153	<b>\$1,157</b>
Average operations cost per pool equipment rental per day provided by Equipment - Operations	\$5.04	\$3.50	<b>\$3.86</b>
Average cost to pump a gallon of fuel provided by Equipment - Operations	\$1.30	\$1.38	<b>\$1.37</b>
Average cost per unscheduled repair and maintenance work order completed by Equipment - Operations	\$173	\$334	<b>\$363</b>
Average operations cost per replacement vehicle purchased by Equipment - Operations	\$1,539	\$665	<b>\$612</b>
Average cost per scheduled repair and maintenance work order completed by Equipment - Operations	\$675	\$209	<b>\$241</b>
Average cost per roofing repair and maintenance service request completed by Facilities (1)	\$4,343	\$1,340	<b>\$1,250</b>
Average cost per square foot of City facilities painted by Facilities	\$1.73	\$0.83	<b>\$1.08</b>
Average cost per plumbing repair and maintenance service request completed by Facilities	\$308	\$220	<b>\$259</b>
Average cost per square foot of the City Administration Building and Development Review Center maintained by Facilities	\$4.95	\$2.98	<b>\$2.89</b>
Average cost per square foot of the World Trade Center maintained by Facilities	\$5.42	\$6.39	<b>\$6.34</b>
Average cost per copy made at a convenience copier administered by Print Shop	\$0.04	\$0.03	<b>\$0.03</b>
Average cost per document published by Print Shop	\$0.03	\$0.02	<b>\$0.02</b>

# General Services

## Key Performance Measures (continued)

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
Average cost per copy made at the City Administration Building and Balboa Copy Centers administered by Print Shop	\$0.03	\$0.02	<b>\$0.02</b>
Average cost per digital design request completed by Print Shop	\$109	\$93	<b>\$100</b>
Average cost per purchase order completed by Purchasing	\$103	\$120	<b>\$117</b>
Percent reduction in beach postings and closures by Storm Water Pollution Prevention per Mayor's Goal #4, Clean up our beaches and bays	36.00%	45.00%	<b>50.00%</b>
Number of sites investigated for illegal storm water discharge resulting in enforcement action by Storm Water Pollution Prevention	961	1,000	<b>1,000</b>
Average cost per illegal discharge site investigated by Storm Water Pollution Prevention	\$212	\$316	<b>\$277</b>
Average cost per water monitoring sample collected by Storm Water Pollution Prevention	\$622	\$925	<b>\$896</b>

(1) The increase in Fiscal Year 2002 was due to more effort being focused on roof replacement than to relatively inexpensive patch and repair calls.

# General Services

## Salary Schedule

### GENERAL FUND

#### Purchasing

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1106	Sr Management Analyst	1.00	<b>0.00</b>	\$	-	\$ -
1107	Administrative Aide II	1.00	<b>1.00</b>	\$	44,197	\$ 44,197
1218	Assoc Management Analyst	1.00	<b>1.00</b>	\$	55,514	\$ 55,514
1282	Procurement Specialist	8.15	<b>7.15</b>	\$	51,689	\$ 369,575
1348	Info Systems Analyst II	1.00	<b>1.00</b>	\$	56,143	\$ 56,143
1575	Data Entry Operator	1.00	<b>0.00</b>	\$	-	\$ -
1746	Word Processing Operator	7.25	<b>7.00</b>	\$	33,015	\$ 231,107
1783	Principal Procurement Specialist	1.00	<b>1.00</b>	\$	63,295	\$ 63,295
1850	Sr Procurement Specialist	1.00	<b>2.00</b>	\$	57,479	\$ 114,958
1876	Executive Secretary	0.01	<b>0.01</b>	\$	46,300	\$ 463
1879	Sr Clerk/Typist	1.00	<b>1.00</b>	\$	38,040	\$ 38,040
1917	Supv Management Analyst	1.00	<b>1.00</b>	\$	71,076	\$ 71,076
2153	Deputy City Manager	0.01	<b>0.01</b>	\$	171,200	\$ 1,712
2176	Purchasing Agent	1.00	<b>1.00</b>	\$	104,853	\$ 104,853
	Overtime Budgeted	0.00	<b>0.00</b>		-	\$ 7,201
	Temporary Help	0.00	<b>0.00</b>		-	\$ 535
<b>Total</b>		<b>25.42</b>	<b>23.17</b>			<b>\$ 1,158,669</b>

#### General Services - Administration

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1876	Executive Secretary	1.01	<b>1.01</b>	\$	46,240	\$ 46,702
2132	Department Director	1.00	<b>1.00</b>	\$	131,631	\$ 131,631
2153	Deputy City Manager	0.01	<b>0.01</b>	\$	171,200	\$ 1,712
<b>Total</b>		<b>2.02</b>	<b>2.02</b>			<b>\$ 180,045</b>

#### Facilities

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1104	Account Clerk	2.00	<b>1.00</b>	\$	32,827	\$ 32,827
1105	Administrative Aide I	0.00	<b>1.00</b>	\$	37,987	\$ 37,987
1153	Asst Engineer-Civil	1.00	<b>1.00</b>	\$	60,046	\$ 60,046
1225	Assoc Engineer-Mechanical	1.00	<b>1.00</b>	\$	70,866	\$ 70,866
1273	Building Maintenance Supv	4.00	<b>4.00</b>	\$	64,578	\$ 258,312
1274	Building Supv	1.00	<b>1.00</b>	\$	41,865	\$ 41,865
1275	Building Services Supv	1.00	<b>1.00</b>	\$	48,729	\$ 48,729
1279	Sr Building Maintenance Supv	1.00	<b>1.00</b>	\$	81,921	\$ 81,921
1280	Building Service Technician	18.00	<b>18.00</b>	\$	34,346	\$ 618,227
1288	Carpenter	17.00	<b>17.00</b>	\$	45,192	\$ 768,259
1290	Carpenter Supv	2.00	<b>2.00</b>	\$	52,474	\$ 104,948

# General Services

## Salary Schedule (continued)

### GENERAL FUND

#### Facilities

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1328	Apprentice - Electrician	2.00	<b>2.00</b>	\$	37,450	\$ 74,899
1348	Info Systems Analyst II	1.00	<b>1.00</b>	\$	56,143	\$ 56,143
1389	Custodian II	10.00	<b>10.00</b>	\$	27,456	\$ 274,557
1401	Info Systems Technician	1.00	<b>1.00</b>	\$	43,593	\$ 43,593
1423	Sr Drafting Aide	1.00	<b>1.00</b>	\$	46,528	\$ 46,528
1428	Electrician	16.00	<b>16.00</b>	\$	49,593	\$ 793,486
1431	Electrician Supv	2.00	<b>2.00</b>	\$	57,217	\$ 114,434
1510	Heating Technician	6.50	<b>6.50</b>	\$	49,802	\$ 323,716
1511	Heat, Vent & A/C Supv	1.00	<b>1.00</b>	\$	55,933	\$ 55,933
1535	Clerical Assistant II	2.00	<b>2.00</b>	\$	30,468	\$ 60,935
1597	Locksmith	1.50	<b>1.50</b>	\$	46,240	\$ 69,360
1601	Construction Estimator	2.75	<b>2.75</b>	\$	57,086	\$ 156,986
1635	Painter	16.00	<b>16.00</b>	\$	43,960	\$ 703,367
1637	Painter Supv	1.00	<b>1.00</b>	\$	50,431	\$ 50,431
1648	Payroll Specialist II	1.00	<b>1.00</b>	\$	36,573	\$ 36,573
1672	Plasterer	1.00	<b>1.00</b>	\$	46,581	\$ 46,581
1675	Plumber	9.00	<b>9.00</b>	\$	49,253	\$ 443,274
1677	Plumber Supv	1.00	<b>1.00</b>	\$	57,217	\$ 57,217
1746	Word Processing Operator	1.00	<b>1.00</b>	\$	33,015	\$ 33,015
1802	Sr Locksmith	1.00	<b>1.00</b>	\$	48,938	\$ 48,938
1810	Refrigeration Mechanic	5.50	<b>5.50</b>	\$	48,938	\$ 269,160
1819	Roofer	3.00	<b>3.00</b>	\$	41,839	\$ 125,516
1876	Executive Secretary	0.01	<b>0.01</b>	\$	46,300	\$ 463
1913	Sr Refrigeration Mechanic	3.00	<b>3.00</b>	\$	52,082	\$ 156,246
1917	Supv Management Analyst	1.00	<b>1.00</b>	\$	71,076	\$ 71,076
2153	Deputy City Manager	0.01	<b>0.01</b>	\$	171,200	\$ 1,712
2214	Deputy Director	1.00	<b>1.00</b>	\$	110,016	\$ 110,016
	Asbestos Containment Team	0.00	<b>0.00</b>	-	\$	82
	Bilingual - Regular	0.00	<b>0.00</b>	-	\$	1,453
	Field Training Pay	0.00	<b>0.00</b>	-	\$	77,773
	Overtime Budgeted	0.00	<b>0.00</b>	-	\$	79,486
	Pesticide App Lic	0.00	<b>0.00</b>	-	\$	3,535
	Standby Pay	0.00	<b>0.00</b>	-	\$	9,950
	<b>Total</b>	<b>139.27</b>	<b>139.27</b>			<b>\$ 6,520,421</b>

#### Storm Water Pollution Prevention

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1106	Sr Management Analyst	1.00	<b>1.00</b>	\$	62,561	\$ 62,561

# General Services

## Salary Schedule (continued)

### GENERAL FUND

#### Storm Water Pollution Prevention

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1221	Assoc Engineer-Civil	1.00	<b>1.00</b>	\$	70,526	\$ 70,526
1227	Assoc Planner	1.00	<b>1.00</b>	\$	54,828	\$ 54,828
1356	Code Compliance Officer	6.00	<b>5.00</b>	\$	38,721	\$ 193,604
1357	Code Compliance Supv	1.00	<b>1.00</b>	\$	45,218	\$ 45,218
1422	Drafting Aide	1.00	<b>1.00</b>	\$	40,754	\$ 40,754
1535	Clerical Assistant II	1.00	<b>1.00</b>	\$	30,468	\$ 30,468
1580	Laboratory Technician	1.34	<b>1.34</b>	\$	41,917	\$ 56,169
1622	Biologist III	2.00	<b>2.00</b>	\$	65,233	\$ 130,466
1624	Biologist II	1.00	<b>1.00</b>	\$	53,549	\$ 53,549
1746	Word Processing Operator	1.00	<b>1.00</b>	\$	33,015	\$ 33,015
1776	Public Information Clerk	1.00	<b>1.00</b>	\$	33,062	\$ 33,062
1777	Public Info Officer	2.00	<b>1.00</b>	\$	46,423	\$ 46,423
1855	Sr Civil Engineer	1.00	<b>0.00</b>	\$	-	\$ -
1876	Executive Secretary	0.01	<b>0.01</b>	\$	46,300	\$ 463
1879	Sr Clerk/Typist	2.00	<b>2.00</b>	\$	38,040	\$ 76,079
1940	Supv Public Info Officer	1.00	<b>1.00</b>	\$	63,190	\$ 63,190
2153	Deputy City Manager	0.01	<b>0.01</b>	\$	171,200	\$ 1,712
2214	Deputy Director	1.00	<b>1.00</b>	\$	110,027	\$ 110,027
	Overtime Budgeted	0.00	<b>0.00</b>		-	\$ 3,012
	Temporary Help	0.00	<b>0.00</b>		-	\$ 42,420
<b>Total</b>		<b>25.36</b>	<b>22.36</b>			<b>\$ 1,147,546</b>

#### Station 38

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1766	Public Works Dispatcher	6.75	<b>6.75</b>	\$	37,804	\$ 255,176
1767	Public Works Dispatch Supv	1.00	<b>1.00</b>	\$	43,646	\$ 43,646
	Overtime Budgeted	0.00	<b>0.00</b>		-	\$ 18,778
<b>Total</b>		<b>7.75</b>	<b>7.75</b>			<b>\$ 317,600</b>

**General Fund Total** **199.82** **194.57** **\$ 9,324,281**

### CENTRAL STORES INTERNAL SERVICE FUND

#### Central Stores

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1104	Account Clerk	2.00	<b>2.00</b>	\$	32,827	\$ 65,653
1236	Auto Messenger	7.00	<b>7.00</b>	\$	27,298	\$ 191,088
1237	Payroll Specialist I	1.00	<b>1.00</b>	\$	35,080	\$ 35,080
1282	Procurement Specialist	1.00	<b>1.00</b>	\$	51,689	\$ 51,689

City of San Diego  
Fiscal Year 2004 Proposed Budget

# General Services

## Salary Schedule (continued)

### CENTRAL STORES INTERNAL SERVICE FUND

#### Central Stores

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1533	Stores Operations Supv	1.00	<b>1.00</b>	\$	48,518	\$ 48,518
1535	Clerical Assistant II	2.00	<b>2.00</b>	\$	30,468	\$ 60,936
1876	Executive Secretary	0.01	<b>0.01</b>	\$	46,300	\$ 463
1879	Sr Clerk/Typist	1.00	<b>1.00</b>	\$	38,040	\$ 38,040
1899	Stock Clerk	8.50	<b>8.50</b>	\$	30,730	\$ 261,208
1901	Storekeeper III	1.00	<b>1.00</b>	\$	42,179	\$ 42,179
1902	Storekeeper I	4.00	<b>4.00</b>	\$	35,787	\$ 143,147
2153	Deputy City Manager	0.01	<b>0.01</b>	\$	171,200	\$ 1,712
2214	Deputy Director	0.50	<b>0.50</b>	\$	110,016	\$ 55,008
	Overtime Budgeted	0.00	<b>0.00</b>		-	\$ 15,568
	<b>Total</b>	<b>29.02</b>	<b>29.02</b>			<b>\$ 1,010,289</b>

### PRINT SHOP INTERNAL SERVICE FUND

#### Print Shop

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1104	Account Clerk	2.00	<b>2.00</b>	\$	32,826	\$ 65,651
1107	Administrative Aide II	1.00	<b>1.00</b>	\$	44,197	\$ 44,197
1235	Multimedia Production Coordinator	1.00	<b>1.00</b>	\$	49,829	\$ 49,829
1261	Bindery Worker II	10.00	<b>10.00</b>	\$	29,604	\$ 296,040
1262	Bindery Worker III	2.00	<b>2.00</b>	\$	32,067	\$ 64,133
1401	Info Systems Technician	1.00	<b>1.00</b>	\$	43,593	\$ 43,593
1489	Graphic Design Supv	1.00	<b>1.00</b>	\$	51,786	\$ 51,786
1490	Graphic Designer	4.00	<b>4.00</b>	\$	45,533	\$ 182,131
1535	Clerical Assistant II	1.00	<b>1.00</b>	\$	30,468	\$ 30,468
1583	Layout Composer	2.00	<b>2.00</b>	\$	43,987	\$ 87,974
1595	Lithographic Technician	2.00	<b>2.00</b>	\$	41,996	\$ 83,991
1632	Offset Press Operator	1.00	<b>1.00</b>	\$	34,792	\$ 34,792
1736	Print Shop Supv	1.00	<b>1.00</b>	\$	59,992	\$ 59,992
1765	Offset Press Supv	1.00	<b>1.00</b>	\$	48,260	\$ 48,260
1868	Sr Offset Press Operator	5.00	<b>5.00</b>	\$	39,926	\$ 199,630
1876	Executive Secretary	0.01	<b>0.01</b>	\$	46,300	\$ 463
2153	Deputy City Manager	0.01	<b>0.01</b>	\$	171,200	\$ 1,712
2214	Deputy Director	0.50	<b>0.50</b>	\$	110,016	\$ 55,008
	Overtime Budgeted	0.00	<b>0.00</b>		-	\$ 17,411
	<b>Total</b>	<b>35.52</b>	<b>35.52</b>			<b>\$ 1,417,061</b>

# General Services

## Salary Schedule (continued)

### EQUIPMENT INTERNAL SERVICE FUND

#### Equipment - Operations

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1104	Account Clerk	2.00	<b>2.00</b>	\$	32,825	\$ 65,650
1106	Sr Management Analyst	1.00	<b>1.00</b>	\$	62,561	\$ 62,561
1225	Assoc Engineer-Mechanical	1.00	<b>1.00</b>	\$	70,867	\$ 70,867
1250	Fleet Parts Buyer	4.00	<b>4.00</b>	\$	47,602	\$ 190,408
1264	Body And Fender Mechanic	2.00	<b>2.00</b>	\$	45,402	\$ 90,803
1348	Info Systems Analyst II	1.00	<b>1.00</b>	\$	56,143	\$ 56,143
1389	Custodian II	2.00	<b>2.00</b>	\$	27,456	\$ 54,912
1401	Info Systems Technician	1.00	<b>1.00</b>	\$	43,593	\$ 43,593
1435	Equipment Repair Supv	9.00	<b>9.00</b>	\$	58,513	\$ 526,616
1437	Equipment Mechanic	79.00	<b>79.00</b>	\$	46,082	\$ 3,640,515
1440	Equipment Operator II	1.00	<b>1.00</b>	\$	43,568	\$ 43,568
1442	Equipment Trainer	1.00	<b>1.00</b>	\$	50,694	\$ 50,694
1446	Equipment Painter	1.00	<b>1.00</b>	\$	46,869	\$ 46,869
1447	Equipment Service Writer	2.00	<b>2.00</b>	\$	50,327	\$ 100,654
1450	Sr Motive Service Technician	16.00	<b>16.00</b>	\$	38,354	\$ 613,664
1452	Motive Service Technician	10.00	<b>10.00</b>	\$	35,341	\$ 353,413
1512	Heavy Truck Driver II	1.00	<b>1.00</b>	\$	39,429	\$ 39,429
1535	Clerical Assistant II	2.00	<b>2.00</b>	\$	30,468	\$ 60,936
1602	Machinist	2.00	<b>2.00</b>	\$	47,393	\$ 94,785
1616	Metal Fabrication Supv	1.00	<b>1.00</b>	\$	55,318	\$ 55,318
1648	Payroll Specialist II	1.00	<b>1.00</b>	\$	36,572	\$ 36,572
1746	Word Processing Operator	1.00	<b>1.00</b>	\$	33,015	\$ 33,015
1762	Fleet Manager	2.00	<b>2.00</b>	\$	78,580	\$ 157,160
1876	Executive Secretary	0.03	<b>0.03</b>	\$	46,267	\$ 1,388
1899	Stock Clerk	8.00	<b>8.00</b>	\$	30,730	\$ 245,843
1978	Utility Worker I	2.00	<b>2.00</b>	\$	31,988	\$ 63,976
1982	Vehicle And Fuel Clerk	2.00	<b>2.00</b>	\$	32,617	\$ 65,233
1985	Welder	15.00	<b>15.00</b>	\$	46,397	\$ 695,950
2153	Deputy City Manager	0.03	<b>0.03</b>	\$	171,167	\$ 5,135
2214	Deputy Director	1.00	<b>1.00</b>	\$	110,016	\$ 110,016
	ASE Cert	0.00	<b>0.00</b>	-		\$ 70,562
	Class B	0.00	<b>0.00</b>	-		\$ 42,541
	Ex Perf Pay-Classified	0.00	<b>0.00</b>	-		\$ 17,170
	Overtime Budgeted	0.00	<b>0.00</b>	-		\$ 130,667
	Tech Cert Pay	0.00	<b>0.00</b>	-		\$ 15,021
	<b>Total</b>	<b>171.06</b>	<b>171.06</b>			<b>\$ 7,951,647</b>
<b>GENERAL SERVICES TOTAL</b>		<b>435.42</b>	<b>430.17</b>			<b>\$ 19,703,278</b>

# General Services

## Five-Year Expenditure Forecast

	FY 2004 PROPOSED	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST	FY 2008 FORECAST
Positions	430.17	505.67	513.67	515.67	517.67
Personnel Expense	\$ 27,855,381	\$ 33,518,633	\$ 37,711,743	\$ 41,938,071	\$ 46,591,951
Non-Personnel Expense	\$ 54,447,306	\$ 61,675,249	\$ 67,144,057	\$ 72,756,878	\$ 78,893,153
TOTAL EXPENDITURES	\$ 82,302,687	\$ 95,193,882	\$ 104,855,800	\$ 114,694,949	\$ 125,485,104

### General Services

#### Fiscal Year 2005

##### GENERAL FUND

##### Facilities

Addition of 28.50 positions for continued support of tenant facilities.

Additional expense to reconfigure office space and trade shops for scheduled move to Chollas Operations Yard.

Addition of 8.00 positions and support necessary to maintain and repair new facilities.

##### Storm Water Pollution Prevention

Addition of 36.00 positions and support as identified in the Urban Runoff Management Plan (URMP) to comply with the updated Municipal Storm Water Permit.

##### EQUIPMENT INTERNAL SERVICE FUND

##### Equipment - Operations

Additional support for anticipated rise in fuel prices for utilizing ultra-low sulfur diesel in the municipal fleet as mandated by California Air Resource Board regulations.

Additional support for maintaining fuel system components as mandated by State and County regulations.

Addition of 3.00 Equipment Mechanics to maintain current and anticipated level of service.

#### Fiscal Year 2006

##### GENERAL FUND

##### Facilities

Addition of 8.00 positions and support necessary to maintain and repair new facilities.

Additional support costs for scheduled move to Chollas Operations Yard.



# General Services

## Five-Year Expenditure Forecast (continued)

	General Services
<b>Fiscal Year 2006</b>	Storm Water Pollution Prevention Additional support as identified in the URMP to comply with the updated Municipal Storm Water Permit.
<b>Fiscal Year 2007</b>	GENERAL FUND Facilities Addition of 2.00 Building Service Technicians and support necessary to maintain and repair new facilities.  Storm Water Pollution Prevention Additional support as identified in the URMP to comply with the updated Municipal Storm Water Permit.
<b>Fiscal Year 2008</b>	GENERAL FUND Facilities Addition of 2.00 Carpenters and support necessary to maintain and repair new facilities.  Storm Water Pollution Prevention Additional support as identified in the URMP to comply with the updated Municipal Storm Water Permit.

# General Services

## Revenue and Expense Statement

### CENTRAL STORES INTERNAL SERVICE FUND 50010

	FY 2002 ACTUAL	FY 2003 ESTIMATED	FY 2004 PROPOSED
<b>BEGINNING BALANCE AND RESERVE</b>			
Balance from Prior Year	\$ 1,036,250	\$ 419,898	\$ 313,944
<b>TOTAL BALANCE</b>	<b>\$ 1,036,250</b>	<b>\$ 419,898</b>	<b>\$ 313,944</b>
<b>REVENUE</b>			
Central Stores Administrative Services	\$ 64,941	\$ 4,862	\$ 25,000
Interoffice Mail Delivery	\$ 268,401	\$ 257,507	\$ 248,301
Miscellaneous Revenue	\$ (149)	\$ -	\$ -
Reimbursed Material	\$ 27,033,364	\$ 22,600,000	\$ 17,034,724
Surcharge Revenue	\$ 2,398,755	\$ 1,997,600	\$ 1,470,222
Surplus Property Sales	\$ 59,334	\$ 60,000	\$ 15,000
Surplus Property Surcharge	\$ 62,339	\$ 70,000	\$ 60,000
<b>TOTAL REVENUE</b>	<b>\$ 29,886,985</b>	<b>\$ 24,989,969</b>	<b>\$ 18,853,247</b>
<b>TOTAL BALANCE AND REVENUE</b>	<b>\$ 30,923,235</b>	<b>\$ 25,409,867</b>	<b>\$ 19,167,191</b>
<b>EXPENSE</b>			
<b>OPERATING EXPENSE</b>			
Inventory Purchases	\$ 28,194,816	\$ 22,600,000	\$ 16,957,515
Personnel Expense and Non-Personnel Expense	\$ 2,308,521	\$ 1,995,923	\$ 2,014,921
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 30,503,337</b>	<b>\$ 24,595,923</b>	<b>\$ 18,972,436</b>
<b>TOTAL EXPENSE</b>	<b>\$ 30,503,337</b>	<b>\$ 24,595,923</b>	<b>\$ 18,972,436</b>
<b>RESERVE</b>			
Redistribution of Fees and Charges	\$ -	\$ 500,000	\$ -
<b>TOTAL RESERVE</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>
<b>TOTAL RESERVE</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>
<b>BALANCE</b>	<b>\$ 419,898</b>	<b>\$ 313,944</b>	<b>\$ 194,755</b>
<b>TOTAL EXPENSE, RESERVE AND BALANCE</b>	<b>\$ 30,923,235</b>	<b>\$ 25,409,867</b>	<b>\$ 19,167,191</b>

# General Services

## Revenue and Expense Statement

### PRINT SHOP INTERNAL SERVICE FUND 50020

	FY 2002 ACTUAL	FY 2003 ESTIMATED	FY 2004 PROPOSED
<b>BEGINNING BALANCE AND RESERVE</b>			
Balance from Prior Year	\$ 1,594,676	\$ 1,106,212	\$ 582,490
Prior Year Adjustment	\$ 70,119	\$ -	\$ -
<b>TOTAL BALANCE</b>	<b>\$ 1,664,795</b>	<b>\$ 1,106,212</b>	<b>\$ 582,490</b>
<b>REVENUE</b>			
Balboa Quick Print	\$ 1,044,785	\$ 705,243	\$ 574,549
Bindery Operations	\$ 505,856	\$ 431,831	\$ 437,784
Blueprinting Operations	\$ 155,410	\$ 84,431	\$ 84,431
City Administration Building (CAB) Quick Print	\$ 502,899	\$ 500,152	\$ 274,644
Graphics and Photography	\$ 547,975	\$ 380,573	\$ 325,000
Layout and Composition	\$ 144,242	\$ 113,974	\$ 101,000
Lithography Operations	\$ 103,893	\$ 175,447	\$ 164,489
Miscellaneous Revenue	\$ 1,560	\$ 3,500	\$ 25,000
Photocopy Program	\$ 1,454,130	\$ 1,301,806	\$ 1,271,895
Printing Operations	\$ 1,320,814	\$ 1,076,431	\$ 1,032,565
<b>TOTAL REVENUE</b>	<b>\$ 5,781,564</b>	<b>\$ 4,773,388</b>	<b>\$ 4,291,357</b>
<b>TOTAL BALANCE AND REVENUE</b>	<b>\$ 7,446,359</b>	<b>\$ 5,879,600</b>	<b>\$ 4,873,847</b>
<b>EXPENSE</b>			
<b>OPERATING EXPENSE</b>			
Non-Personnel Expense	\$ 4,485,055	\$ 3,071,993	\$ 2,441,419
Personnel Expense	\$ 1,855,092	\$ 1,725,116	\$ 2,058,047
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 6,340,147</b>	<b>\$ 4,797,109</b>	<b>\$ 4,499,466</b>
<b>TOTAL EXPENSE</b>	<b>\$ 6,340,147</b>	<b>\$ 4,797,109</b>	<b>\$ 4,499,466</b>
<b>RESERVE</b>			
Reserve - Redistribution of Fees and Charges	\$ -	\$ 500,000	\$ -
<b>TOTAL RESERVE</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>
<b>TOTAL RESERVE</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>
<b>BALANCE</b>	<b>\$ 1,106,212</b>	<b>\$ 582,491</b>	<b>\$ 374,381</b>
<b>TOTAL EXPENSE, RESERVE AND BALANCE</b>	<b>\$ 7,446,359</b>	<b>\$ 5,879,600</b>	<b>\$ 4,873,847</b>